



## **Director of Advancement**

**Island Pacific Academy** is seeking a passionate and energetic Director of Advancement to lead our fundraising and development efforts.

### **SUMMARY OF DUTIES:**

- Reporting to the Head of School, the Director of Advancement is responsible for leading the Island Pacific Academy Advancement Department.
- The Director of Advancement is responsible for the strategic development and management of all fundraising activities for Island Pacific Academy
- The Director of Advancement is responsible for strategically implementing a comprehensive and results-oriented development plan that includes both traditional and innovative strategies.

### **DUTIES AND RESPONSIBILITIES:**

- Develops and implements a short and long-term advancement plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, corporate and foundation grants, endowment gifts, implementing a robust alumni giving program, defining stewardship and prospecting tactics, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional advancement initiatives.
- Provides daily management of advancement staff including establishing annual goals (to support overall goals established in the advancement plan), providing regular performance reviews and appropriate recognition, and supporting ongoing professional development opportunities.
- Develops, manages and implements all fundraising events including but not limited to West Fest, Grand Expedition, Annual Golf Tournament and other fundraising events
- Works to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively with IPAPA and key constituents including board members, alumni, grandparents, parents, friends, and community members through acknowledgement and relationship-building cultivation efforts.
- Clearly articulates and promotes a strong case of need for philanthropy and builds opportunities to create and sustain a culture that understands the relationship between philanthropy and a unique, quality, Island Pacific Academy education.
- Oversees management of gift processing and donor acknowledgement, the donor database, and financial reporting. Manages accompanying information systems.
- Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors (e.g. contact reports).
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Meets regularly with the Head of School regarding program goals and initiatives and routinely reports to the Board of Directors and appropriate committees.

- Establish and develop alumni partnerships and relationships through a variety of events and efforts including an alumni giving program, return to campus events and the Boxes of Aloha program.
- Other duties as assigned

**SUPERVISORY REQUIREMENTS:**

- Supervises, evaluates and directs the Advancement staff

**QUALIFICATIONS:**

- Minimum of Bachelor's Degree in related field
- Minimum 5-10+ years of experience working in non-profit fundraising with increasing responsibility
- Excellent managerial skills
- Proven track record of fundraising success including fundraising events, managing fundraising campaigns and securing major gifts
- Experience in grant-writing including foundation and government grants
- Working knowledge of development best practices, fundraising tools and technology and trends in education and development

**All interested applicants, please submit your resume and cover letter to [cpinard@ipahawaii.org](mailto:cpinard@ipahawaii.org)**